

Urgent Rent Payment Reminder

Date: [Insert Date]

Dear [Tenant's Name],

This is a friendly reminder that your rent payment for the property located at [Property Address] is now overdue. The payment was due on [Due Date].

We understand that sometimes circumstances can lead to delays, but we kindly ask that you make this payment as soon as possible to avoid any late fees.

If you have already sent your payment, please disregard this notice. Otherwise, we would appreciate your prompt attention to this matter.

For your convenience, payment can be made via [Payment Method].

Thank you for your immediate attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]